

**CA-PMM****Project Name:** Emerging Threats - Phase 2**OCIO Project #:** 8570-58**Department:** California Department of Food and Agriculture**Reporting Period:** From: To:**Team Member to Project Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Perform review of MDFS Infrastructure requirements	6/26/09	7/24/09	Vendor Illness
<b>Accomplished this week</b>			
Conduct JAD Reviews			
Develop Infrastructure Design Specification			
Develop GUI Design Specification			
Develop Database Design Specification			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
Develop GUI Detail Design			
Perform review of Internal and External Interface requirements			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?	No	Engaging vendor for MDFS GUI design.	
Are there any planned tasks that won't be completed?	Yes	Engaging vendor for MDFS GUI design.	
Are there problems which affect your ability to accomplish assigned tasks?	No		
Do you plan to take time off that is not currently scheduled?	No		

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## Team Member to Project Manager

	See CDFA-ET Project Issue Log in Clarity		

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## Project Manager to Sponsor

### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Vendor Illness	N/A	Infrastructure, GUI, Internal and External Interface,
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	Yes	External factors reduced scope		Require SPR Approval
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Infrastructure, GUI, Internal and External Interface, Database Design Specification in work

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Contagious Equine Metritis	7/1/09		On Schedule		7/1/09
MDFS	1/11/10		On Schedule		
Foreign Animal Disease	2/24/10		On Schedule		

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

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## Project Manager to Sponsor

## CA-PMM

**Project Name:** Emerging Threats - Phase II

**OCIO Project #:** 8570-58

**Department:** California Department of Food and Agriculture

**Reporting Period:** 7/29/09

## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
Contagious Equine Metritis	7/1/09	7/1/09	Done		7/1/09
MDFS	1/11/10	1/11/10	On Target		
Foreign Animal Disease	2/24/10	2/24/10	On Target		

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	<b>On Plan &lt;5%</b>	<b>Caution 5-10%</b>	<b>Significant Variance &gt;10%</b>	<b>Action Required</b>
Schedule	X			No action required.
Milestones	X			No action required.
Deliverables	X			No action required.
Resources	X			No action required.
One Time Cost	X			No action required.
Continuing Cost	X			No action required.

**CA-PMM****Project Name:** Emerging Threats - Phase II**OCIO Project #:** 8570-58**Department:** California Department of Food and Agriculture**Reporting Period:** 7/29/09**Sponsor to Executive  
Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	Strong customer support.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Solution is effective, allows for expansion, can be efficiently supported and is viable for
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	Project is ahead fo schedule.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	Project is within forcedest spending.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	At this point, there are no high impact, high probability risks.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	There are no issues affecting the critical path at this time.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	Sponsor is very engaged and fully supports the the Project.
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	The Project aligns with the Department's strategic direction.
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	The Project increases efficiency and reduces cost
	Medium	1		



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	Weak	2	5	and reduces cost.
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Vendor is very competent.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	Most of the Project milestones have been met, and we are ahead of schedule with a
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	The Project is ahead of schedule.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	Due to new processes and team spirit, the Project is ahead of schedule with less than the
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	No overtime used.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Team effectiveness at a rating of 5.
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>0</b>	<b>G</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

High Viability - ICG is proactive to CDFA MDFS project needs in a timely manner.